

Public Document Pack



To: Councillor Crockett, Convener; and Councillors Boulton, Cooney, Dickson, Jackie Dunbar, Forsyth, Laing, Malone, May, McCaig, Noble, Taylor and Young.

Members are reminded that substitutes are permissible and should be used if necessary.

Town House,
ABERDEEN 22 June, 2012

URGENT BUSINESS COMMITTEE

Members of the **URGENT BUSINESS COMMITTEE** are requested to meet in Committee Room 2, Town House, on **MONDAY, 25 JUNE 2012 at 10am**.

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

- 1 **Orders of Reference of Audit and Risk Committee** (Pages 1 - 2)

If you require any further information about this agenda, please contact Martyn Orchard 01224 523097 or email morchard@aberdeencity.gov.uk

This page is intentionally left blank

AUDIT AND RISK COMMITTEE ORDERS OF REFERENCE

1. The Committee will:-
 - (a) receive an annual review of the risk management process, and an update every six months on the risk register and related action plans;
 - (b) approve the risk management strategy and implementation plan;
 - (c) monitor risk management and internal control arrangements; and
 - (d) commission and review annual assessments of the effectiveness of the risk management and control framework.
2. The Committee is charged with responsibility for ensuring that there is an effective Internal Audit function. This to be achieved through the following:-
 - (a) the approval of the Internal Audit Annual Plan;
 - (b) the consideration of all reports issued by Internal Audit;
 - (c) responsibility for ensuring that there is an adequately resourced Internal Audit service; and
 - (d) the consideration of performance reports on Internal Audit activity.
3. To receive all reports prepared by the Council's External Auditor.
4. To consider the Council's Annual Report, Annual Accounts and Trading Services Annual Report and Accounts and refer these to Council for approval.
5. To ensure the Council meets its legal obligations through:-
 - (a) reviewing the reliability and robustness of financial information;
 - (b) ensuring compliance with audit legislation; and
 - (c) the preparation of reports of avoidable losses.
6. To review minuted actions from all main Committees with the exception of the Development Management and Licensing Committees to ensure compliance with legal requirements and good practice. The Committee will not prevent any decision being taken and will only review a decision.
7. To require Heads of Service and managers to be available to answer questions at each meeting on matters set out on the agenda.
8. The Committee may wish to call all Senior Councillors to attend meetings.
9. The Committee may, on occasion, seek information from partner organisations, contractors or other stakeholders such as Community Councils or groups of interest in any particular issue.
10. The Committee will make its recommendations by way of its minutes of meetings which will be submitted to Council. Minority views will also be put forward to Council in the minute.
11. The Committee will consider any previously unscrutinised issue, process or practice.

This page is intentionally left blank